



WASHOE COUNTY

"Dedicated To Excellence in Public Service"

www.washoecounty.us

CM/ACM
Finance
DA MK
Risk Mgt.
HR
Other

STAFF REPORT BOARD MEETING DATE: July 26, 2016

DATE: June 28, 2016
TO: Board of County Commissioners
FROM: John Listinsky, Director of Human Resources/Labor Relations
328-2089, jlistinsky@washoecounty.us
THROUGH: Kevin Schiller, Assistant County Manager
328-2008, kschiller@washoecounty.us
SUBJECT: Recommendation to approve changes to position control for Fiscal Year 16/17 effective retroactive to July 1, 2016; and approve reclassification requests for: Outreach Specialist I/II, pay grades K/L, to a new job classification of Juvenile Services Case Manager I/II, pay grade K/L (Juvenile Services); Forensic Investigator II, pay grade L, to Criminalist II, pay grade NP (Sheriff's Office); vacant Program Assistant, pay grade K, to Social Services Program Specialist, pay grade Q; vacant Senior Human Services Support Specialist, pay grade I, to Community Outreach Coordinator, pay grade N, and a vacant Human Services Support Specialist II, pay grade H, to Case Compliance Reviewer - CPS, pay grade Q; Foster Care Training and Support Specialist, pay grade P, to Mental Health Counselor II, pay grade P (Social Services); Community Outreach Coordinator, pay grade N, to Management Analyst, pay grade N (Manager's Office) as evaluated by the Job Evaluation Committee. Net annual cost is zero due to other reductions incorporated in the Fiscal Year 16/17 budget. (All Commission Districts.)

SUMMARY

Staff is requesting changes to position control for Fiscal Year 16/17 effective retroactive to July 1, 2016. These changes to position control were inadvertently left off the May 17, 2016 staff report in which the Board approved the final Fiscal Year 16/17 budget.

Also, staff is requesting approval of reclassification requests for various positions reviewed by the Job Evaluation Committee (JEC) to support department realignment of resources and to improve efficiency and effectiveness.

Washoe County Strategic Objective supported by this item: Valued, engaged employee workforce.

PREVIOUS ACTION

On May 17, 2016 the Board approved both new and reclassification requests submitted and evaluated by the JEC during the FY 16/17 annual budget process.

On January 12, 2016, the Board approved the reclassification of a Senior Youth Advisor to a Shift Supervisor.

AGENDA ITEM # 5.9

BACKGROUND

Washoe County Code 5.098 (4) provides that all recommendations made by the Job Evaluation Committee for the creation of a new classification, reclassification, abolishment of an existing classification, consolidation of classifications, alternation of existing classifications, or where there is a fiscal impact, must be forwarded to the Board of County Commissioners for final action.

Periodically, the Board approves reclassifications as necessary during the fiscal year to support department reorganizations and realignment of resources to improve efficiency and effectiveness.

The Job Evaluation Committee (JEC) meets at least once a month to evaluate new positions and reclassification requests from departments within the County. Appeals and management level requests are sent to the HAY Group for review and evaluation.

The following reclassifications were funded in the Fiscal Year 16/17 budget, but were submitted by departments too late in the process for the JEC to consider them prior to June 1.

Reclassification of Existing Positions

Department	Current Job Class	Recommended Job Classes	Annual Cost
Juvenile Services	Outreach Specialist I pay grade K (\$23.69 to \$30.83)	Juvenile Services Case Manager I pay grade K (\$23.69 to \$30.83)	\$0
	Outreach Specialist II pay grade L (\$25.35 to \$32.93)	Juvenile Services Case Manager II pay grade L (\$25.35 to \$32.93)	\$0
Sheriff's Office	Forensic Investigator II pay grade L (\$25.35 to \$32.93)	Criminalist II pay grade NP (\$31.58 to \$41.04)	\$21,837
Social Services	Program Assistant pay grade K (\$23.69 to \$30.83)	Social Services Program Specialist pay grade Q (\$33.66 to \$43.73)	\$34,734
	Senior Human Services Support Specialist pay grade I (\$20.97 to \$27.24)	Community Outreach Coordinator pay grade N (\$28.09 to \$36.52)	\$24,987
	Human Services Support Specialist II pay grade H (\$19.81 to \$25.75)	Case Compliance Reviewer – CPS pay grade Q (\$33.66 to \$43.73)	\$48,412
	Foster Care Training and Support Specialist, pay grade P (\$31.58 - \$41.04)	Mental Health Counselor II, pay grade P (\$31.58 - \$41.04)	\$0
Manager's Office	Community Outreach Coordinator, pay grade N (\$28.09 - \$36.52)	Management Analyst, pay grade N (\$28.09 - \$36.52)	\$0

Juvenile Services

As a result of major restructuring due to budget reductions in 2010, and to meet the needs of the community, as mandated by NRS Chapter 62.100, outreach staff assumed case management duties specific to misdemeanor and status offense referrals. While some of the previous Outreach Specialist duties remain, the majority of the duties have evolved to address the needs of this population. This reclassification will update the Outreach Specialist job description to accurately reflect the work being conducted.

Sheriff's Office

The reclassification of the Forensic Investigator II to a Criminalist II position will allow the Forensic Science Division (FIS) to have greater flexibility in assigning resources where the greatest need exists. Due to different position titles and educational requirements, management has not had the flexibility to cross train individuals in FIS in the past. This reclassification will create greater overall efficiencies and service levels.

Child Protective Services

The reclassification of these three vacant positions within Social Services (Child Protective Services) will increase both service and productivity levels to the community. Social Services is developing a unit to assist with statistical analysis, case review and compliance, and research and data monitoring for the newly forming Human Services Agency (merging Senior Services with Social Services). All of these new positions will provide greater consistency in service delivery as well as direction in policy.

Currently, the Foster Care Training and Support Specialists have a narrow focus within the program model. Reclassifying three existing positions will allow more flexibility for the Mental Health Counselor series.

Manager's Office

The reclassification of the Community Outreach Coordinator positions in the Manager's Office will more accurately reflect the existing and future focus of the work that currently includes projects and programs, as well as the analytical and evaluation support to the department and the County Commissioners. At this time, only one of the two Community Outreach Coordinator positions will be reclassified (position #70008126); the other (position #70005776) reclassification will occur upon attrition and/or management discretion.

Positions to be Delimited Effective 07/01/2016

In addition to the reclassification requests listed above, there were several changes to position control that were inadvertently left off the May 17, 2016 staff report in which the Board approved the final Fiscal Year 16/17 budget. Therefore, we are requesting approval for these position control changes now, with a July 1, 2016 effective date. These are all intermittent hourly positions and are being delimited due to lack of funding.

<u>Position #</u>	<u>Incumbent</u>	<u>Department</u>	<u>Title</u>
8775	Vacant	County Manager	Public Service Intern
8776	Vacant	County Manager	Public Service Intern
8777	Vacant	County Manager	Public Service Intern
9375	Paulsen, Elizabeth	Emergency Management	Program Assistant

FISCAL IMPACT

The reclassifications in Juvenile Services and in the County Manager's Office will have no fiscal impact on their FY 16/17 budget. The estimated annual fiscal impact to the Sheriff's Office and Social Services is \$21,837 and \$108,133 respectively, for a total annual impact of \$129,970. These additional costs were offset by other cost reductions submitted by the relevant departments for the FY 16/17 budget, so the net cost is zero.

There is no FY 16/17 funding for the four intermittent positions being delimited; therefore eliminating these will not create any fiscal impacts.

RECOMMENDATION

Recommendation to approve changes to position control for Fiscal Year 16/17 effective retroactive to July 1, 2016; and approve reclassification requests for: Outreach Specialist I/II, pay grades K/L, to a new job classification of Juvenile Services Case Manager I/II, pay grade K/L (Juvenile Services); Forensic Investigator II, pay grade L, to Criminalist II, pay grade NP (Sheriff's Office); vacant Program Assistant, pay grade K, to Social Services Program Specialist, pay grade Q; vacant Senior Human Services Support Specialist, pay grade I, to Community Outreach Coordinator, pay grade N, and a vacant Human Services Support Specialist II, pay grade H, to Case Compliance Reviewer – CPS, pay grade Q; Foster Care Training and Support Specialist, pay grade P, to Mental Health Counselor II, pay grade P (Social Services); Community Outreach Coordinator, pay grade N, to Management Analyst, pay grade N (Manager's Office) as evaluated by the Job Evaluation Committee. Net annual cost is zero due to other reductions incorporated in the Fiscal Year 16/17 budget.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be:

Move to approve changes to position control for Fiscal Year 16/17 effective retroactive to July 1, 2016; and approve reclassification requests for: Outreach Specialist I/II, pay grades K/L, to a new job classification of Juvenile Services Case Manager I/II, pay grade K/L (Juvenile Services); Forensic Investigator II, pay grade L, to Criminalist II, pay grade NP (Sheriff's Office); vacant Program Assistant, pay grade K, to Social Services Program Specialist, pay grade Q; vacant Senior Human Services Support Specialist, pay grade I, to Community Outreach Coordinator, pay grade N, and a vacant Human Services Support Specialist II, pay grade H, to Case Compliance Reviewer – CPS, pay grade Q; Foster Care Training and Support Specialist, pay grade P, to Mental Health Counselor II, pay grade P (Social Services); Community Outreach Coordinator, pay grade N, to Management Analyst, pay grade N (Manager's Office) as evaluated by the Job Evaluation Committee. Net annual cost is zero due to other reductions incorporated in the Fiscal Year 16/17 budget.